

DD/A 78-2915/21

24 OCT 1978

DD/A Registry
File

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Communicating with CIA Staff

REFERENCE: Multiple addressee memo dtd 5 Oct 78
fr DDCI, same subj (ER 78-6245/14)

1. The following summarizes the number of hours per year spent in communicating with CIA staff. Attachment A provides a specific breakdown of the conferences, lectures, etc., which contribute to the total hours. This report adheres to the guidelines provided in my memorandum of 11 October 1978 (Attachment B).

	<u>DDA</u>	<u>ADDA</u>
Training Course Presentations	38 hrs	13 hrs
Conferences/MAG Presentations	16 hrs	7 hrs

STATINTL The hours listed reflect only direct participation and do not include travel time [redacted]

STATINTL 2. It should be noted that other means of communicating with staff are followed by [redacted] and me which are not included in the guidelines. I mention these not in a self-serving sense but only as examples of vehicles for communication which we have found most productive. On a quarterly basis, I meet at lunch in the DCI dining room with a group of 10 or 11 supergrades. [redacted] meets likewise each quarter with a group of 10 or 11 DDA careerists below the supergrade level. The guests are picked at random from different offices of the Directorate and/or other elements of the Agency in which they might be serving. This provides an excellent opportunity to not only communicate with them in a vertical sense but opens horizontal communication among the group. A second means which I might mention as paying dividends is meeting with DDA attendees of the Midcareer Course and Senior Seminar before and after attending the courses. Although the groups are small, the exchange of information concerning the course and the attendees is valuable both in terms of the dialogue and keeping the course presentation and content current, interesting and of value to the students. Additionally, [redacted] holds quarterly staff

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meetings for a wide audience of Office of DDA employees. These meetings specifically serve the purpose of communicating activities as well as concerns of the Directorate and an opportunity for an exchange on issues, problems, interests and/or accomplishments.

John F. Blake

Attachments A&B

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